

MONROE COUNTY

JOB DESCRIPTION

Position Title: PLANNER		Date: 6/14/00
Position Level: 9	FLSA Status: Non-Exempt	Class Code: 9-2

GENERAL DESCRIPTION

The primary function of this position is to review provide comprehensive planning services to their assigned Communities including reviewing proposed developments to ensure compliance with the Land Development Regulations and Comprehensive Plan Policies; and implementing, evaluating and initiating amendments to Monroe county's Comprehensive Plan through various planning processes and projects.

KEY RESPONSIBILITIES

1. Member of an Island Planning Team, providing personal planning services to the community.
 2. Research and work with the Island Planning Team preparing community plans for the Livable CommuniKey Program.
 3. Present analysis and recommend action on development proposals using the County Land Development Regulations to decision making bodies at public hearings.
 4. Compose final resolutions and development orders for the Planning Director, Planning Commission, and Board of County Commissioners signature approval.
 5. Meet with developers and general public on zoning issues and development potential of specific properties.
 6. Assist planning technicians when needed.
 7. Formulate professional policy recommendations on proposed zoning & land use map changes.
 8. Staff and facilitate advisory boards and meetings.
 9. Provide expert testimony and cross-examination at quasi-judicial hearings.
 10. Create public relations materials and guide books.
 11. Draft language and guide proposals through public hearings and other administrative processes.
 12. Lead and facilitate public workshops.
 13. Prepare plans and plan elements including policies for comprehensive plans, zoning ordinances, redevelopment plans, designs and master plans and strategic plans.
 14. Provide technical assistance to community projects.
 15. Collect, analyze and update county baseline statistical data; and provide and update regional data (including demographics, transportation and GIS) to communities.
- * Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Master's Degree required in Urban and/or Regional Planning or closely related field.
<i>Experience:</i>	6 months experience.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

Position Title: PLANNER	Class Code: 1092	Position Level: 9
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On this date I have received a copy of my job description relating to my employment with
Monroe County.

Name: _____ Signature: _____ Date: _____